



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERSTED
2	Job Classification	PUBLIC HEALTH EDUCATOR
3	Posting Number	PN# 111397
4	Department	Health & Human Services Department
5	Division	Office of Surveillance & Public Health
6	Section	Preparedness
7	Reporting Location	Health Promotion and Education
8	Workdays & Hours	8000 N. Stadium* M-F, 8a.m. – 5p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES**

Provides specialized health information, knowledge and skills to various community groups and the general public.

CORE FUNCTIONS

- Plans, organizes, and develops health education programs that meet community needs.
- Collects data and performs research to assist in developing, pre-testing and evaluating health related education techniques and/or materials.
- Schedules and presents health education programs/seminars for community and private sector groups.
- Interprets health education programs and services of the department to the community and private sector.
- Establishes and maintains a close working relationship with the community and private sectors through advisory and committee participation.
- Prepares or assists with the preparation of health education pamphlets, visual aids or special projects.
- Assists with Public Health Educator staff development.

10 **WORKING CONDITIONS**

The position occasionally requires stooping and bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Education, Behavioral Science or a closely related field such as Public Health.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

No experience is required. Directly related professional experience in Public Health, Education or a closely related field may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**

- Interest in Bio-terrorism preparedness.
- Bilingual-English/Spanish or English/Vietnamese.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No

This position is not subject to random drug testing; however, if candidate is a new hire and/or a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** GRANT FUNDED POSITIONS

Grant positions are dependent upon continued available funds. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 14
\$861 - \$1,159 Biweekly \$22,386 - \$30,134 Annually

18 **OPENING DATE** June 14, 2006

19 **CLOSING DATE** June 27, 2006

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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